

## PURPOSE

To establish official Michigan Department of Health and Human Services (MDHHS) policy for employee overtime.

**Note:** Staff in hospitals and centers and/or juvenile justice facilities should follow the APR 263-01, Overtime Hospitals and Centers, Juvenile Justice Facilities, policy.

### **Guidelines for Scheduling of Overtime Standard Operations**

When a job has been started during normal working hours and must be completed on overtime management may require the employee(s) who is on the job or who is normally assigned to the work to complete that job on overtime prior to using the overtime rosters.

**Exception:** Exceptions to these guidelines require the approval of the human resources director.

## POLICY

To schedule overtime within a classification, follow the policy in this item for voluntary and mandatory overtime.

### **Voluntary Overtime**

1. Each January employees may sign up for voluntary overtime. A voluntary overtime roster will be created for each classification at the work site. The roster will be based on seniority defined as total hours of state service. The most senior employee shall head the roster. Transfers, reinstatements and others entering the roster will be entered at the bottom.
2. Overtime will first be offered to the person at the top of the roster who typically performs the type of assignment for which the overtime is to be performed. An employee who has been offered an opportunity to work overtime shall move to the bottom of the roster and overtime shall subsequently be offered on a rotating basis according to the roster.
3. Employees who decline voluntary overtime twice in a quarter will be removed from the roster for the remainder of that quarter. The quarters are January to March, April to June, July to September, October to December.

4. Employees who cannot be reached by telephone will not be charged with an opportunity.
5. If overtime is rejected by the employees who typically perform the assignment and the need for overtime remains management may offer voluntary overtime to other employees in the classification at other work sites. In such a circumstance, travel expenses shall not be authorized.
6. Exceptions to not using the roster may be made when there is a demonstrated need for utilization of employees who possess specialized skills or experience needed to perform the work.
7. Errors in providing an employee with an opportunity to work overtime will be corrected by providing the employee with the next overtime opportunity at the work site.

### **Mandatory Overtime**

When management determines a need to assign mandatory overtime it will be assigned in the following manner:

1. Management will create a mandatory overtime roster for each classification at the work site. This roster shall be based on seniority defined as total hours of state service. The least senior employee will head the roster.
2. The employee at the head of the roster shall be assigned first. This employee will then move to the bottom of the roster and overtime will be assigned on a rotating basis. If an employee reached in the rotation is already scheduled for voluntary overtime, his/her name will go to the bottom of the roster. Transfers, reinstatements and others entering the roster will be entered at the top of the roster.
3. An employee may be relieved of the requirement to accept a mandatory overtime assignment because of extenuating circumstances once a quarter.
4. Employees' assigned on-call duty may be used to handle overtime assignments.
5. Overtime occasionally requires that a specific employee perform emergency unscheduled overtime work with a specific recipient. When this type of emergency arises, and when it is clear no other employee could practicably perform the service, mandatory overtime may be assigned to that employee.

6. In emergency situations employees may be assigned involuntary overtime as needed.

**Note:** Equalization of overtime is evaluated based on opportunities offered.

At the end of the first full pay period in January the rosters will be reset.

## RESOURCES

Michigan Civil Service (CS) Commission Rule; [see CS RULE 5-.02.](#)

Applicable collective bargaining agreements.

## CONTACT

Send any questions management has related to the application of this policy to the MDHHS Office of Human Resources.